

## What is a conciliation conference?

A conciliation conference is a confidential meeting between representatives of the respondent and the Department of Civil Rights. The conference is held in an attempt to resolve a complaint of unlawful discrimination without proceeding to an administrative hearing.

These conferences are scheduled when the evidence developed during the course of an investigation is sufficient to support the claimant's allegations of unlawful discrimination.

## Who attends the conference?

The rules of the Michigan Civil Rights Commission require that a respondent shall be invited to participate in a conciliation conference prior to the issuance of a charge of discrimination.

The respondent may choose to bring an attorney to the conference, but legal counsel is not mandatory.

Neither the claimant nor his/her representative attends the conference.

## What happens during the conference?

A full discussion of the claimant's allegations and the evidence supporting a finding of unlawful discrimination takes place. The conference participants have an opportunity for open dialogue regarding the information gathered during the investigation.

The department cannot disclose what transpired during the conference without the permission of the respondent.

In addition, the conciliator presents a proposed adjustment or settlement to the respondent.

## What happens if the parties reach an agreement?

If the respondent accepts the proposal of the department or submits a counter proposal or offer, the proposed settlement is presented to the claimant and/or the claimant's legal representative.

The conciliator, upon securing the acceptance and signatures of all parties to the agreement, can process the complaint for closing.

## What happens if an agreement is not reached?

After the conference, the department may continue to process the complaint by:

- conducting a supplemental investigation
- referring the case for legal analysis to determine if an administrative hearing should be convened
- dismissing the complaint based on the information revealed during the conciliation process.

If you have questions or need additional information, please contact the  
MI Department of Civil Rights  
at the following telephone numbers  
or Internet address:

**Telephone:**  
1-800-482-3604

**TTY users please call :**

1-877-878-8464 (Toll Free)  
313-961-1552 (Detroit)  
810-760-2979 (Flint)  
616-356-0391 (Grand Rapids)  
616-337-3122 (Kalamazoo)  
517-334-6620 (Lansing)

**Internet Address:**  
[www.michigan.gov/mdcr](http://www.michigan.gov/mdcr)

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# *A Guide to The Conciliation Conference*

**State of Michigan**  
**Department of Civil Rights**